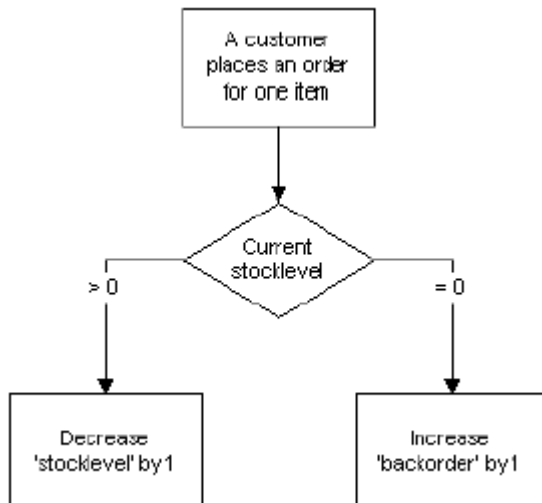# 21. Stock Control

There are two fields in the item table (e.g. ITMstorename) that take care of stock control. These fields are:

Field	Description
stocklevel	This field contains a value representing the number of items that are in stock. The value is decreased by 1 (one) every time an item is ordered.
backorder	This is the number of items that are on backorder. When stock runs out, i.e. when the value in the 'stocklevel' field is 0 (zero), then the backorder is increased by 1 (one) for every item that has been ordered.

Note that 'stocklevel' is never decreased below 0. The data-flow diagram below shows how the iNETstore stock control process works:

Updating Stock Levels

There are two ways to update your store:

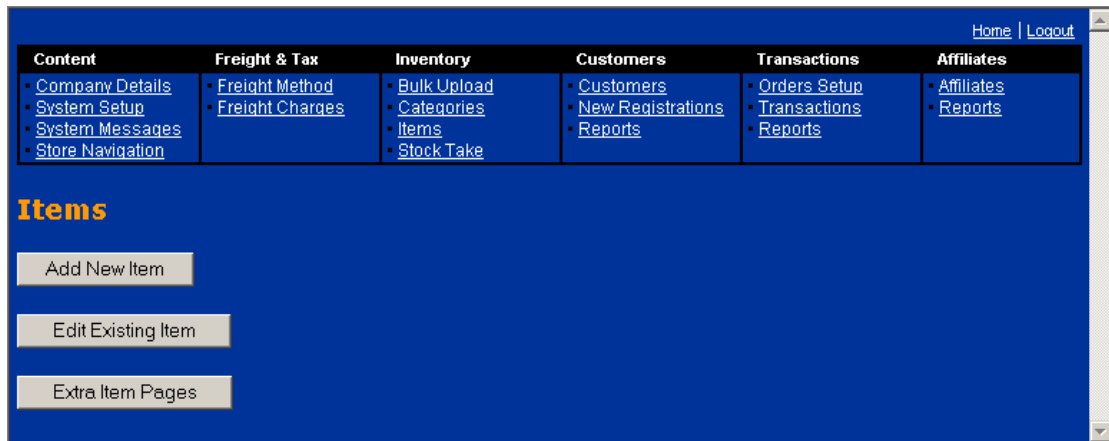| Method	When should I use this?
Through item page	Use this option if you would like to change the stock level quantities of a few items.
Through stock take section	Use this option if you would like to change the stock level quantities of many items at the same time, for example, if you have just received a large shipment of goods, for 'end of year stock take', etc.

WARNING:
If you use iNETstore Maintenance to send the item table from the local server to the Internet, all item stock levels on the web server will be overwritten with the values in the database on your local computer.
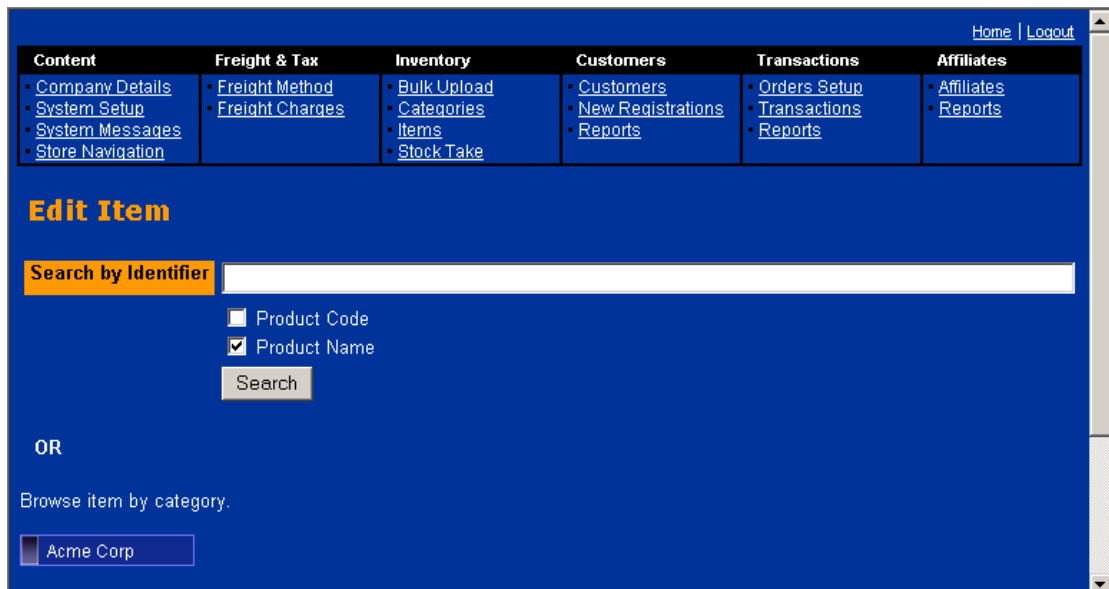
Updating Stock Levels through the Item Page

1. In the BBMS menu, click on 'Edit Item' under 'Manage Inventory'.

2. Click on 'Edit Existing Item'.

3. Either search for an item or browse by category.

4. Select the relevant item from the search results page.
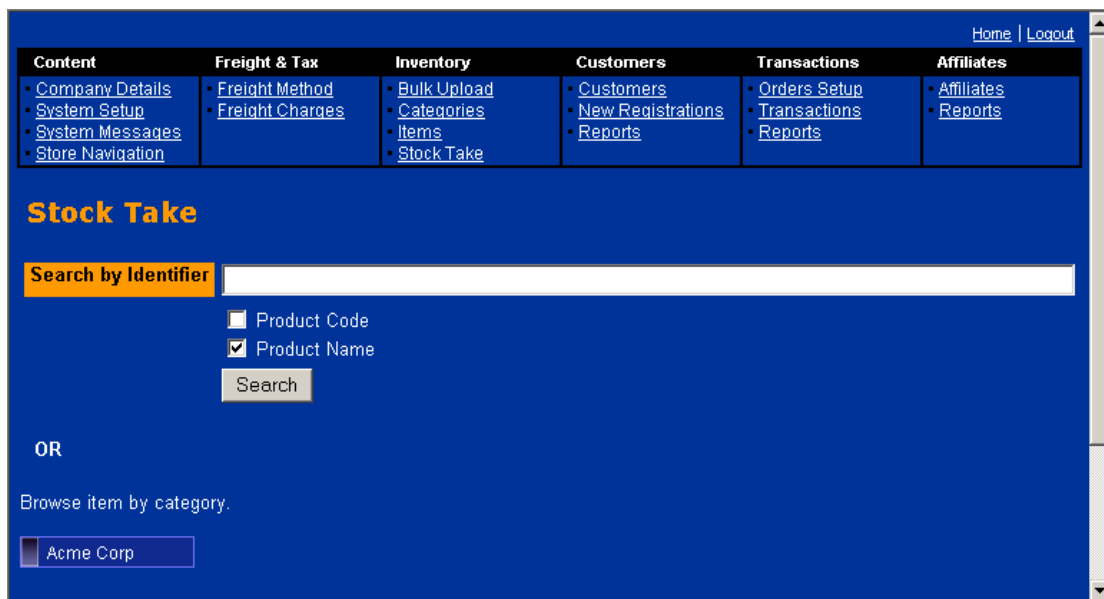

5. Update stock level and backorder fields.

Using the Stock Take Section

If you intend to change the stock levels of multiple items at the same time, it is better to use the iNETstore BBMS stock take function. This works as follows:

1. Select 'Stock Take' from 'Inventory' in the BBMS menu.

2. Either conduct a search or select a category from the drop-down list.

3. You can change the stock level and back order quantity directly in the search results screen. Alternatively, you can enter a number in the 'Add X Items' field. These items are then added to the stock level in addition to the items that are already in stock. For example, if the stock level is 10 and you enter 5 into the 'Add X Items' field, the total stock level will be increased to 15.

After changing quantities, click on 'Update' to save the changes.

Note that changes will only be saved to the database after you press the 'Update' button. To indicate unsaved updates, the colour of the 'Update' button changes to red after you make a change to the quantity of an item. Upon submission to the database of the change, the 'Update' button colour turns back to grey. (This feature only works with Internet Explorer version 5 or later.)